

PART B – CAPITAL IMPROVEMENT CONSTRUCTION PROJECTS SUBJECT TO SBAC PROCEDURES

CHAPTER 1 – OWNER’S RESPONSIBILITIES SUPPLEMENTAL

- 1.0 This is a supplemental list of Owner’s responsibilities and shall be used in conjunction with Part A - Chapter 8.
- 2.0 For any capital improvement project for which architectural/engineering professional services are obtained through SBAC, the Owner will provide the following:
 - 2.1 Designate the Owner’s Negotiating Committee members and indicate the Owner’s representative who will be the sole point of contact for DCC and the Project Architect/Engineer.
 - 2.2 The Owner’s representative will be responsible to coordinate the Owner’s participation in the project.
 - 2.3 The Owner will provide program/scope of work requirements that include an updated construction estimate, construction contingency, miscellaneous costs, line item costs (hazardous abatement, equipment, furniture, furnishings, telecommunications, demolition), and an overall project budget along with a design and construction schedule.
- 3.0 For Large projects, the Owner will provide a completed Form 102 - Fee Negotiating Checklist and a completed Form - 103 A/E Services – Fee Checklist to DCC for use in fee negotiating.
- 4.0 The Owner will provide DCC with applicable copies of studies, investigations, tests, and/or inspections for distribution to nominated firms prior to interviews.
 - 4.1 Examples of such information are structural and/or mechanical investigations; chemical, air and water pollution, and/or environmental tests; and hazardous materials reports.
 - 4.2 When information required for the project is not available, an appropriate firm will be selected by the Owner or by DCC from the list of technical ancillary services providers.
- 5.0 If required, the Owner will furnish DCC and the Project Architect/Engineer with a current survey and geotechnical information describing physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site as required. If the Owner cannot provide a current survey of the property, a surveyor will be selected either by the Owner or by DCC from the list of ancillary technical services providers. Such services will include, but are not limited to, test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials and ground contamination.
- 6.0 If the project is a renovation or addition, the Owner will provide the Project Architect/Engineer with all available plans, specifications and other historical documentation. If the project is a renovation, the Owner will designate all items to be salvaged and the location(s) for storage of those items.
- 7.0 The Owner will provide the Project Architect/Engineer access to the premises as scheduled with the Owner.
- 8.0 The Owner will designate the Contractor’s staging area to be used during construction.
- 9.0 The Owner will provide approvals and decisions as expeditiously as necessary for the orderly progress of the Project Architect/Engineer’s services and provide prompt responses to questions and inquiries during the construction of a project.
- 10.0 The Owner will define all work to be done by in-house forces before and during the construction of any project.

- 11.0 Owner is responsible to ensure Project Architect/Engineer is providing submittals to DCC.
- 12.0 The Owner will ensure that all back-up data for change orders is attached to the change order prior to distributing to DCC.
- 13.0 The Owner will apprise DCC and the Project Architect/Engineer of changes in the project funding.
 - 13.1 On large projects, should the project funding be reduced or increased, the Owner will notify DCC and ask the Negotiating Committee for approval in the change in scope. Once approved the Negotiating Committee will negotiate fair compensation for work completed to date and will negotiate a new fee in accordance with the reduced or increased budget **and** reduced or increased scope of work.
 - 13.2 On small projects, should the project funding be reduced or increased, the Owner will notify ~~the~~ Project Architect/Engineer, compensate the Project Architect/Engineer for work completed to date and negotiate a new fee in accordance with the reduced or increased budget **and** reduced or increased scope of work.
- 14.0 On projects where DCC is not providing full services, the Owner is responsible for reviewing the record documents for changes.
- 15.0 Within nine months after official acceptance of a project, the state agency for which the project was completed and DCC shall conduct a full inspection of the completed project and shall promptly notify the appropriate Contractor of any claims resulting therefrom. [K.S.A. 75-1262\(d\)](#)

END OF CHAPTER